Statement of Work

I. Title: **AIR SENSORS 2014 – Workshop Support**
Contractor Name: **ICF**
Contract #: **EP-W-12-010**
WA #: **2-24**

II. Work Assignment Manager (WAM):

WAM Name:	**VASU KILARU**
U.S. Environmental Protection Agency	
Office	**ORD**
Division (Mail Code)	**E243-05**
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Alt. WAM Name:	**LINDSAY STANEK**
U.S. Environmental Protection Agency	
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III. Background:

Recent years have seen advances in the research and development of newer, more portable, and lower cost air pollution sensors. These developments, along with the proliferation of social media, smart phones, and online culture, provide new opportunities for citizens, communities and governments to leverage these technologies to be more informed about the current state of the environment. Currently, much of the work comes from either instrument manufacturers attempting to lower the cost and reduce the form factor of existing instruments or researchers working on more novel approaches.

From the perspective of citizens and communities, many feel the great need for more local and personalized data and information on which to base personal and legal decisions. Whether it be because a family member has asthma or a community group is concerned about exposure to air toxics, a desire for a more real time, localized, and personalized stream of information is already present and growing, and these new technologies are beginning to address that need.

For its part, the EPA (and many other Federal agencies) would like to keep abreast on the state-of- the-technology, the players involved, and the status of commercialization and availability of these technologies. The EPA's goal is to find ways to help foster these emerging technologies by leveraging the efforts of the various entities involved. Since the adoption of such technologies may have an impact on risk perception, potential enforcement actions, and health

effects research in general, the EPA would like to play a leadership role in assessing these new technologies and guiding their appropriate use.

Proposed Work Shop Objectives:

- Bring together and foster interactions among a diverse community of air monitoring technology developers and users
- Share information on the current and future applications of next generation air monitoring (NGAM) technology
- Highlight new advances in the realm of NGAM technology
- Discuss
    - How technology development and data management can best address the needs of the NGAM user community
    - How to best interpret air monitoring & exposure data under different circumstances
    - approaches for creating a virtual webspace for sharing up-to-date information with users from a range of technical and non-technical backgrounds

Purpose

This work assignment involves the preparation and implementation of a two-day workshop to take place on June 9th and 10th , 2014, at the EPA RTP campus in North Carolina. The proposed workshop will bring together air pollution sensor developers, health experts, academic researchers, community-based organizations, state and federal agencies, and other potential users of next generation air monitoring technology. It will address the following critical questions:

1. What are the primary needs of the NGAM user community, and what methods of technology development and/or data management can help to best address these needs?
2. What issues are associated with the interpretation of air pollution and personal exposure data? How should this data be interpreted differently under varying circumstances?
3. What is needed to improve the availability and exchange of up-to-date information to both technical and non-technical user communities?

Scope of Work

The work under this assignment is well within the scope of the contract. Specifically, it fits under item N. Workshop Support of element II. Risk Assessment Activities

The Contractor shall organize and execute a workshop with the goal of developing scalable approaches for calibration of sensors, developing approaches for validating this sensor data in real time and determining the necessary data quality objectives for various uses of the technologies (indicative, qualitative etc.). The main parameters for the workshop shall be as follows:

1. The workshop shall consist of a series of presentations followed by question/answer sessions.
2. The workshop shall also be broadcast via webinar or similar technology whereby interested parties can remotely see and listen to the presentations.

3. The workshop shall also include a joint session with the sensor-developers, early adopters and federal staff to discuss issues related to sensor calibration and data validation.
4. The workshop shall include a poster and demonstration session, so that participants can share and discuss technologies, research projects and data.

Specifically the Contractor shall assist with constructing the Air Sensors 2014 workshop agenda, assist with the recruitment of EPA recommended speakers and participants, implement all standard pre-meeting preparation, coordination, marketing and other logistical activities, and prepare post-workshop summaries and other documents for distribution to workshop attendees.

This is a follow-on work assignment to EP-W-12-010, WA 1-18. The Contractor shall not duplicate any work previously performed. Under this work assignment (WA), the Contractor shall perform the following tasks for this SOW:

IV. Description and Tasks:

Task #1: Work Plan

The Contractor shall develop a new work plan, but since this work assignment is a continuation of the work performed in the previous work assignment, the Contractor shall amend the work plan from the previous work assignment to reflect the work that is ongoing and yet to be completed.

The Contractor shall hold conference calls with the WAM on a weekly or on an as needed basis after receipt of the approved follow-on work assignment to continue in the planning and progress of the workshop.

Task #2: Workshop Preparation

The Contractor duties are listed below:

1. The Contractor shall work with the EPA WAM to determine what speakers and topics are to be included in the agenda.
2. The Contractor shall provide: (a) a draft agenda for the two-day ASAP Workshop, and (b) a list of potential speakers, moderator, other key specific audience participants and participant categories.
3. The Contractor shall select outside participants (up to 15) and pay for their travel to the Workshop in Research Triangle Park, NC.
4. The Contractor shall also secure a block of rooms for all participants travelling to the Workshop, preferably selecting a hotel that can provide transportation to and from the meeting as well as the Raleigh/Durham Airport.
5. The Contractor shall construct and manage a registration website that includes the draft agenda and all logistical information.

6. The Contractor shall also then provide the spreadsheet of pre-registrants 4 weeks prior to the Workshop, and again at the beginning of each week thereafter until the start of the Workshop, unless there were no new pre-registrants added during that period.
7. The Contractor shall, in consultation with the WAM, market the Workshop to key audience participants and other audience categories to encourage representative participation in the event.
8. The Contractor shall, when given a list of potential speakers, moderators, key audience members and other audience categories, secure release forms for presentations by external speakers, obtain their appropriate power point presentations, digital copies of posters, and organize these presentations in an appropriate manner to be ready to load onto EPA computers at the Workshop.
9. The Contractor shall confirm moderator participation in cooperation with the WAM.
10. The Contractor shall coordinate with the EPA AV support personnel in RTP in advance of the Workshop to ensure that virtual meeting logistics between the RTP facilities and offsite participants is adequate and operational.
11. The Contractor shall also manage and track overall timing and flow of the Workshop sessions on the day of the event. In addition, the Contractor shall arrange for flip charts, stick pins, markers, etc., as necessary for any sessions, including breakout sessions.
12. The Contractor shall construct Workshop information packets for pick-up at the time of on-site registration. These packets shall include the agenda, instructions for accessing the supplemental information and the wireless connection, and evaluation forms.
13. The Contractor shall also prepare nametags for all of the Workshop participants

Task #3: During Workshop Responsibilities

1. The Contractor shall staff the registration table, providing participant name tags and Workshop information packets, providing EPA handouts, and collecting all workshop presentations and loading them onto the presenter laptop.
2. The Contractor shall also help guide poster session and technology demo participants to the appropriate areas and assist with set-up as needed.
3. The Contractor shall assist with onsite Workshop logistics, general scheduling and facilitating support and other activities associated with Workshop presentations, breakout sessions, the poster/demonstration session, and other discussions.
4. The Contractor shall ensure that all presentations are loaded onto EPA computers and sufficient computers are available for the Workshop, breakout sessions and other discussions. (The EPA will provide laptop computers.)
5. The Contractor shall also coordinate with EPA IT staff in the operation of EPA's virtual meeting system during the two-day Workshop.

Task #4: Post Workshop Responsibilities

1. The Contractor shall obtain and post final versions of the workshop agenda, speaker biographies, poster sessions and technology demo abstracts, and attendee lists to the registration website.
2. The Contractor shall also use the final agenda format to post those power point presentations that have been made available to EPA on a password protected ftp site.

3. The Contractor shall prepare and provide a summary report of the Workshop to be distributed to all participants. EPA will review and approve all iterations of the summary report before distribution. This report shall include the following sections:

    - General overview: An introductory discussion of the workshop format, logistics, and goals
    - Plenary summaries: An overview of each of the Workshop's plenary sessions, including all presentations, relevant Q&A, and expert panel discussions.
    - Summaries of other sessions: A brief overview of each of the discussions, including a discussion of products and decisions where appropriate from any other type of gathering.

The summary report shall not exceed ten pages in length, and shall be made available on the registration website upon completion. It is expected that the Contractor shall consult the EPA WAM with any questions or uncertainties.

V. QA Requirements:

The Work being performed within this work assignment is not of the nature to need a QA plan. The work entailed requires organizational, planning, and logistic support.

VI. Deliverables:

1. The Contractor shall modify the work plan from the previous work assignment to reflect work that needs to continue and provide it to the WAM within two weeks of receiving the SOW.
2. The Contractor shall participate in periodic conference calls (not less than bi-weekly) to discuss progress and issues with the workshop team.
3. The Contractor shall provide periodic updates of attendees and materials being developed for the workshop.
4. The Contractor shall provide final drafts of the workshop information packet and any other materials 10 days prior to the Workshop to the EPA WAM.
5. The Contractor shall provide a final list of all on-site and off-site registrants to the EPA WAM within 10 days after conclusion of the Workshop.
6. The Contractor shall post available power point presentations with the appropriate approvals on a password protected ftp site within 10 working days of Workshop conclusion. The Contractor shall send a link to this ftp site as well as access instructions to all participants within 11 days after the Workshop.
7. The Contractor shall post all available final documents (agenda, participant list, speaker bios, abstracts, etc.) to the registration website within two weeks (14 days) after the Workshop.
8. The Contractor shall provide the EPA WAM and Workshop Planning Committee with a draft summary report within one month after the workshop. The final report shall be submitted to the WAM and Workshop Planning Committee staff within three weeks (21

days) after the draft has been reviewed and returned by EPA.

The Contractor shall adhere to the following schedule

Task	Deliverable	Delivery Schedule
1	Work Plan	20 days after effective date of WA
2	Conference calls	weekly or as needed
3	Final drafts of workshop materials	Monday, May 26, 2014
4	Final List of Attendees	Monday, May 26, 2014
5	Upload presentations, posters, abstracts from workshop to FTP site	Monday, June 23, 2014
6	Upload all documents (agenda, participant list Speaker bios, etc…) to website	Monday, June 23, 2014
7	Draft workshop summary report	Monday, July 7, 2014
8	Final workshop summary report	Monday, July 28, 2014

VII. Reporting Requirements:

The Contractor shall provide monthly progress reports in accordance with the terms of the contract. The Contractor shall submit work products in electronic as well as hard copy form. In addition, the Contractor shall deliver to the WAM each draft and final report in electronic format that is readable by windows-based word-processing (Microsoft Word 2003), graphics (Microsoft PowerPoint 2003), spreadsheet (Excel 2003), and database (Access 2003) programs. The Contractor shall also provide electronic copies of reports in PDF format.